

<b>Procedure: <i>RFQ Response Generation (Small Delivery/Task Orders)</i></b>	
<b>Issue Date: January 9, 2001</b>	<b>Procedure ID: P-PM-025</b>
<b>Supersedes: May 5, 2000</b>	<b>Rev/Change 2.1</b>

1. **Purpose:** To identify the activities necessary to respond to a Request for Quote (RFQ) for a small task or delivery order under an existing contract.
2. **Applicability:** This procedure is applicable to all Contractor personnel assigned to ATISD.
3. **Responsibility:** Contractor Project Manager
4. **Support:** Line management, Contracts, Engineering staff
5. **Invoked By:** Standard Process
6. **Inputs:**
  - RFQ, contract modification, or ECP
  - Cost Summary Sheet S-PE-300
  - Statement of Work (SOW) S-PM-010
7. **Outputs:**
  - Response to RFQ
  - List of assumptions used to generate response
8. **Procedures Invoked:**
  - Conduct Planning Meeting P-PM-030
  - Estimating Schedule P-PE-180
  - Estimating Effort P-PE-175
9. **External Procedures Referenced:** N/A
10. **Procedure Steps:**
  - a) The Contractor Program Manager reviews the RFQ and the associated SOW, contract modification, or ECP to determine the scope of the required response.
  - b) On large contracts, the Contractor Program Manager conducts a planning meeting (P-PM-030).
  - c) If contracts have not been notified of the RFQ activity, the Contractor Program Manager notifies the appropriate contracts representative.
  - d) The Contractor Program Manager assigns technical staff to develop technical estimates.
  - e) The Engineering Staff develops the required technical estimates using P-PE-175 and P-PE-180 as applicable.
  - f) The Engineering Staff and Contractor Program Manager documents all assumptions used to generate the estimates.
  - g) The Contractor Program Manager and Contracts prepare the cost proposal using the cost Summary Sheet (S-PE-300).

- h) The Contractor Program Manager submit estimate(s), assumptions, basis of estimates, and cost response for pre-contractual management review and resolve all comments.
- i) Contracts prepare and submit the final response.
- j) The Contractor Program Manager files the RFQ response, basis of estimates, and assumptions with the lead organization contracts office.

**11. Notes:**

- a) The RFQ can be associated with a Statement of Work (SOW) for new or additional work, a contract modification of an existing task, or an Engineering Change Proposal (ECP) to change existing requirements.